

Ames Laboratory		Procedure	10200.029
Office	Office of Assurance and Assessment	Revision	0
Title	Needs Assessment Procedure	Effective Date	1/6/95
Page	1 of 10	Review Date	1/6/96

Needs Assessment Procedure

This procedure will be used to direct Ames Laboratory's Needs Assessment program.

Comments and questions regarding this procedure should be directed to the persons listed below:

Name: Kate Sordelet
Continuous Improvement Officer
Address: 125 Spedding
Phone: #294-1376

Sign-off Record:

Approved by: _____ **Date:** _____
Kate Sordelet, Needs Assessment Team Facilitator

NAT Members: Jerry Jenison, Human Resources Officer, Human Resources
Carol Mack, Medical Administrator, Occupational Medicine
Kate Sordelet, Continuous Improvement Officer, Office of Assurance and Assessment
Jana Stewart, Program Assistant, Office of Assurance and Assessment
Jim Withers, Industrial Hygienist, Environmental Safety and Health Group
Lynnette Witt, Assistant Human Resources Officer, Human Resources

Reviewed by: _____ **Date:** _____
Office of Assurance and Assessment

Approved by: _____ **Date:** _____
Laboratory Director

Ames Laboratory		Procedure	10200.029
Office	Office of Assurance and Assessment	Revision	0
Title	Needs Assessment Procedure	Effective Date	1/6/95
Page	2 of 10	Review Date	1/6/96

1.0 Revision/Review Log

This document will be reviewed once every year as a minimum.

<u>Revision Number</u>	<u>Effective Date</u>	<u>Contact Person</u>	<u>Pages Affected</u>	<u>Description of Revision</u>
0	1/6/95	K. Sordelet	All	Initial Issue

2.0 Purpose and Scope

The purpose of the Needs Assessment Procedure is to clearly describe and delineate responsibilities in the needs assessment process. A Needs Assessment Team was formed in response to several Tiger Team Corrective Action Plans and an Occupational Medicine Appraisal with the intention of creating and implementing a Needs Assessment Program for all Ames Laboratory Employees. The Needs Assessment Program is an essential component of Ames Laboratory's effort of continuous quality improvement and will be used for:

1. Determining and informing employees/applicants of hazards and potential exposures associated with a job.
2. Recognizing essential job functions and assuring the placement of employees in work that can be performed in a reliable and safe manner consistent with the requirements of the Americans with Disabilities Act of 1990.
3. Identifying needed occupational and professional development training modules.
4. Alerting the occupational health examiner of potential physical, chemical, and biological hazards in the worksite and any situations in excess of OSHA/DOE permissible exposure limits.
5. Providing the occupational medical examiner a job task analysis pertaining to the employee thus prompting medical monitoring.
6. Evaluating changes in employee hazards during job transfers to determine health status and fitness for duty of the individual.
7. Re-evaluating hazardous exposures, essential job functions, and training needs of employees.

3.0 Prerequisite Actions and Requirements

3.1 Acronyms

ALTRS	Ames Laboratory Training Records System
OAA	Office of Assurance and Assessment
HI	Hazard Inventory
JTA	Job Task Analysis

Ames Laboratory		Procedure	10200.029
Office	Office of Assurance and Assessment	Revision	0
Title	Needs Assessment Procedure	Effective Date	1/6/95
Page	3 of 10	Review Date	1/6/96

DOE	Department of Energy
ES&HG	Environmental Safety and Health Group
TNQ	Training Needs Questionnaire
OSHA	Occupational Safety and Health Act
NAT	Needs Assessment Team
OMSCREENS	Occupational Medicine Database
ETP	Employee Training Profile
EHP	Employee Hazard Profile

3.2 Group/Section Leader, Program Director/Department Manager Training

To properly maintain current and accurate needs assessment information, Group/Section Leaders and Program Directors/Department Managers must recognize and react appropriately to changes in essential job functions, potential hazards, and training needs of their personnel. Ames Laboratory Group/Section Leaders and Program Directors/Department Managers will receive training entailing the recognition of changes in an employee's needs, proper steps to update Employee Training and Hazard Profiles, and the importance and usage of information collected by the Needs Assessment Program.

3.3 Reasonable Accommodations Review Team

A Reasonable Accommodations Review Team will be established to review and respond to cases in which a job candidate or existing employee is unable to perform essential job functions. The team will consist of a representative from Occupational Medicine, Human Resources and the manager of the employee/applicant.

4.0 Performance of Needs Assessment Program

4.1 Needs Assessment of New Employees

<u>Responsibility</u>	<u>Action</u>
Group/Section Leader	1. Obtains and completes Personnel Requisition and HI/JTA Packet.
	2. Submits completed information to Human Resources.
Human Resources	3. Copies packet and files copy of HI/JTA Packet with "hold" status until job offer is made.

Ames Laboratory	Procedure	10200.029
Office Office of Assurance and Assessment	Revision	0
Title Needs Assessment Procedure	Effective Date	1/6/95
Page 4 of 10	Review Date	1/6/96

- | | | |
|----------------------|-----|---|
| | 4. | Instructs Group/Section Leader to review original HI/JTA Packet with applicants during interviews. |
| Group/Section Leader | 5. | Conducts interviews, reviews HI/JTA Packet with applicants, and recommends candidate for hire to Human Resources. |
| Human Resources | 6. | Makes job offer to selected candidate. |
| Selected Candidate | 7A. | If candidate accepts job offer, candidate signs and relays HI/JTA Packet to Group/Section Leader, acknowledging awareness of potential hazards and ability to perform essential job functions (proceed to step 8). |

OR

- | | | |
|-----------------------|-----|--|
| | 7B. | If candidate is unable to perform essential job functions, candidate is directed to the Assistant |
| Group/Section Leader | 8. | Signs and returns original HI/JTA Packet to Human Resources. |
| Human Resources | 9. | Removes copy of HI/JTA Packet from "hold" status and destroys it. Copies signed HI/JTA Packet and provides the copy to the Group/Section Leader for files. |
| | 10. | Relays original HI/JTA Packet with applicant's signature to Occupational Medicine. |
| Occupational Medicine | 11. | Inputs information from HI/JTA Packet into OMSCREENS database which triggers ES&HG to perform worksite hazard evaluations. |
| | 12. | Notifies OAA to send Training Needs Questionnaire to Group/Section Leader. |
| ES&HG | 13. | Evaluates worksite hazards and performs monitoring as deemed necessary. |
| | 14. | Identifies mandatory training needs for specific |

Ames Laboratory	Procedure	10200.029
Office Office of Assurance and Assessment	Revision	0
Title Needs Assessment Procedure	Effective Date	1/6/95
Page 5 of 10	Review Date	1/6/96

hazards.

- | | | |
|-----------------------------------|-----|---|
| | 15. | Enters exposure monitoring data into OMSCREENS database. |
| Occupational Medicine | 16. | Prints and files Employee Hazard Profile which provides information for medical monitoring. |
| OAA | 17. | Receives notification of new employee from Occupational Medicine. Places notice in pending file and sends TNQ to Group/Section Leader two weeks after notification. |
| Group/Section Leader and Employee | 18. | Complete TNQ and return to OAA. |
| OAA | 19. | Enters information from TNQ into ALTRS database. |
| | 20. | Produces and files Employee Training Profile and distributes copy to employee and Group/Section Leader. |
| Group/Section Leader and Employee | 21. | Review and discuss ETP and consider additional training options. |
| | 22. | Modify ETP if necessary. Maintain updated copy of ETP in records. Return ETP to OAA if changes were made. |
| OAA | 24. | Updates information in ALTRS and distributes revised ETP to Group/Section Leader if changed. |
| Group/Section Leader and Employee | 25. | Prioritize training needs and create a Training Action Plan for the employee. |

<END>

4.2 Needs Assessment for Existing Employees

- | | | |
|-----|----|---|
| NAT | 1. | Sends out HI/JTA Packet and TNQ to Group/ Section Leaders for existing employees. |
|-----|----|---|

Ames Laboratory	Procedure	10200.029
Office Office of Assurance and Assessment	Revision	0
Title Needs Assessment Procedure	Effective Date	1/6/95
Page 6 of 10	Review Date	1/6/96

- | | | |
|-----------------------------------|-----|--|
| Group/Section Leader and Employee | 2. | Review and complete needs assessment materials. Maintain copies for records and send originals to OAA. |
| OAA | 3. | Forwards HI/JTA Packet to Occupational Medicine. |
| | 4. | Enters TNQ into ALTRS. |
| Occupational Medicine | 5. | Inputs information from HI/JTA Packet into OMSCREENS database which triggers ES&HG to perform worksite hazard evaluations. |
| ES&HG | 6. | Evaluates worksite hazards and performs monitoring as deemed necessary. |
| | 7. | Identifies the employee's mandatory training for specific hazards. |
| | 8. | Enters exposure monitoring data into OMSCREENS database. |
| OAA | 9. | Prints ETP and distributes to Group/Section Leader and employee. |
| Group/Section Leader and Employee | 10. | Prioritize training needs and create a Training Action Plan for the employee. |
| Occupational Medicine | 11. | Prints and files EHP which provides information for medical monitoring. |

<END>

5 .0 Post Performance Activity for Needs Assessment Program

The post performance activity will be undertaken to maintain the Needs Assessment Program when:

Ames Laboratory	Procedure	10200.029
Office Office of Assurance and Assessment	Revision	0
Title Needs Assessment Procedure	Effective Date	1/6/95
Page 7 of 10	Review Date	1/6/96

1. An employee transfers into a new position.
2. An employee's job tasks, potentially hazardous exposures, or training needs have changed, yet the position held remains the same.
3. Annual performance appraisals are given to employees.

5.1 Employee Appointment Change or Reappointment

<u>Responsibility</u>	<u>Action</u>
Group/Section Leader	1. Obtains Employee Change Requisition Form or Reappointment Form from Human Resources.
Human Resources	2. Distributes HI/JTA Packet and TNQ with forms.
Group/Section Leader and Employee	3. Complete HI/JTA Packet, TNQ, and Position Change Requisition Form/Reappointment Form. Maintain copies for records and return all to Human Resources.
Human Resources	4. Forwards HI/JTA Packet to Occupational Medicine and the TNQ to OAA.
OAA	5. Enters TNQ into ALTRS.
Occupational Medicine	6. Inputs information from HI/JTA Packet into OMSCREENS database which triggers ES&HG to perform worksite hazard evaluations.
ES&HG	7. Evaluates worksite hazards and performs monitoring as deemed necessary.
	8. Identifies mandatory training for specific hazards.
	9. Enters exposure monitoring data into OMSCREENS database.
OAA	10. Prints updated ETP and distributes to employee and Group/Section Leader.
Group/Section Leader and Employee	11. Prioritize training needs and create a Training

Ames Laboratory	Procedure	10200.029
Office Office of Assurance and Assessment	Revision	0
Title Needs Assessment Procedure	Effective Date	1/6/95
Page 8 of 10	Review Date	1/6/96

Action Plan for the employee.

Occupational Medicine 12. Prints and files EHP which provides information for medical monitoring.

<END>

5.2 Changed Job Tasks, Potentially Hazardous Exposures, or Training Needs While Employee in Same Position

<u>Responsibility</u>	<u>Action</u>
Group/Section Leader	1. Recognizes job tasks, hazardous exposures, or training needs have changed.
	2. Obtains HI/JTA Packet and TNQ from Human Resources.
Group/Section Leader and Employee	3. Complete HI/JTA Packet and TNQ.
	4. Maintain copies of needs assessment materials in records and return all to Human Resources.
Human Resources	5. Forwards TNQ to OAA and HI/JTA Packet to Occupational Medicine.
OAA	6. Enters TNQ into ALTRS.
Occupational Medicine	7. Inputs information from HI/JTA Packet into OMSCREENS database which triggers ES&HG to perform worksite hazard evaluations.
ES&HG	8. Evaluates worksite hazards and performs monitoring as deemed necessary.
	9. Identifies mandatory training for specific hazards.
	10. Enters exposure monitoring data into OMSCREENS database.
OAA	11. Prints updated ETP and distributes to employee and

Ames Laboratory	Procedure	10200.029
Office Office of Assurance and Assessment	Revision	0
Title Needs Assessment Procedure	Effective Date	1/6/95
Page 9 of 10	Review Date	1/6/96

Group/Section Leader.

Group/Section Leader and Employee 12. Prioritize training needs and create a Training Action Plan for the employee.

Occupational Medicine 13. Prints and files EHP which provides information for medical monitoring.

<END>

5.3 Performance Evaluation

<u>Responsibility</u>	<u>Action</u>
Human Resources	1. Sends out annual performance evaluation materials to supervisor.
OAA	2. Sends out current ETP indicating pending training modules for each employee.
Group/Section Leader and Employee	3. Review ETP together and consider additional training options.
	4. If necessary, modify ETP and return to OAA.
	5. If job tasks or potential hazards have changed significantly, request new HI/JTA packet from Human Resources (If no significant changes in job tasks or potential hazards, proceed to step 14).
	6. Complete HI/JTA Packet. Maintain copy in files and return original HI/JTA Packet to Human Resources.
Human Resources	7. Forwards HI/JTA Packet to Occupational Medicine.
Occupational Medicine	9. Inputs information from HI/JTA Packet into OMSCREENS database which triggers ES&HG to perform worksite hazard evaluations.
ES&HG	10. Evaluates worksite hazards and performs monitoring as deemed necessary.

Ames Laboratory		Procedure	10200.029
Office	Office of Assurance and Assessment	Revision	0
Title	Needs Assessment Procedure	Effective Date	1/6/95
Page	10 of 10	Review Date	1/6/96

- | | |
|-----------------------------------|---|
| | 11. Identifies mandatory training needs for specific hazards. |
| | 12. Enters exposure monitoring data into OMSCREENS database. |
| Occupational Medicine | 13. Prints and files EHP which provides information for medical monitoring. |
| OAA | 14. Prints ETP and distributes to Group/Section Leader and employee. |
| Group/Section Leader and Employee | 15. Prioritize training needs and create a Training Action Plan for the employee. |

<END>

6.0 Additional Information

References:

Training Needs Questionnaire - Form 10200.030
Hazard Inventory Form (ISU) - Form 46600.001
Hazard Inventory Supplemental Form - Form 46400.012
Job Task Analysis Form - Form 46600.002